

LAKEHAVEN WATER AND SEWER DISTRICT  
King County, Washington

SPECIAL BUSINESS MEETING  
November 19, 2020

A special meeting of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, was held on November 19, 2020 via Zoom meeting.

President Sanchez called the meeting to order at 2:00 p.m. Members/officials present were as follows:

Peter Sanchez	President
Ron Nowicki	Vice President
Leonard Englund	Secretary
Donald Miller	Commissioner
Laura Belvin	Commissioner
John Bowman	General Manager
Steve Pritchett	General Counsel
Morgan Dennis	Director of Finance/Information Services
Ken Miller	Engineering Manager

All Commissioners attended the Board meeting remotely.

APPROVAL OF AGENDA

Upon motion of Commissioner Nowicki, which was duly seconded by Commissioner Miller, the Board unanimously **approved** the agenda as presented.

CITIZEN COMMENTS

Ann-Marie Doerhoff, the District's newly hired Project Engineer, was in attendance and introduced herself to the Board.

ACTION ITEMS

**#1, 20th Ave Tank Site – Land Transfer Agreement:** Brian Asbury introduced the developer, Dmitriy Mayzlin, who was in attendance to answer questions of the Board. Mr. Asbury reported that at the October 8, 2020 Board meeting, staff described The Woodlands at Redondo Creek project adjacent to the District's 20th Ave Tank site and the proposed land transfer agreement.

Staff evaluated the proposed transfer area and concluded that it would not impede the District's operations at this tank site and that the proposed agreement (see Exhibit A) and related compensation is reasonable and appropriate.

Upon motion of Commissioner Miller, which was duly seconded by Commissioner Nowicki, the Board unanimously **authorized** the General Manager to execute the Property Transfer Agreement substantially in the form as shown in Exhibit A.

**#2, 2021 Redondo Outfall Mixing Study:** Andrew Weygandt reported that staff presented this matter to the Board at the November 12, 2020 Board meeting and is requesting that the Board authorize the General Manager to execute the task order under the current 2020-2021 Wastewater Engineering Consulting Services contract with BHC for the mixing study.

Upon motion of Commissioner Belvin, which was duly seconded by Commissioner Nowicki, the Board unanimously **approved** the General Manager to execute a task order under the current “2020-21 Wastewater Engineering Consulting Services” contract with BHC Consultants, LLC for the preparation of the “2021 Redondo Outfall Mixing Study”.

**#3, 8th Ave S WMI - Interlocal Agreement With the City of Des Moines:** Andrew Weygandt reported that staff presented this matter before the Board at the November 12, 2020 board meeting.

If the District elects to proceed with construction following the bidding process, this future water main replacement work would replace approximately 1,020 lineal feet of 8” asbestos cement water main and appurtenances with 8” ductile iron pipe at a preliminary construction cost estimate of \$460,000.

Upon motion of Commissioner Sanchez, which was duly seconded by Commissioner Belvin, the Board unanimously **approved** the General Manager to execute the interlocal agreement attached as Exhibit B with the City of Des Moines for the “8th Avenue South Pipe Project”.

**#4, Hydraulic Modeling Software Purchase:** Andrew Weygandt reported that to perform water distribution system pressure and flow analysis, the District currently uses a program called the Environmental Protection Agency Network (EPANET). EPANET is a public domain water distribution modeling software package developed by the EPA’s Water Supply and Water Resources Division in the 1990s and is no longer supported. Staff has reviewed replacement software to modernize the District’s hydraulic model capabilities and leverage the District’s Geographic Information System (GIS).

In converting from EPANET to the proposed InfoWater Pro, the District will maintain and add capabilities which will benefit both Engineering and Operations. Such capabilities include more accurate fire flow modeling, extended time simulations, water quality modeling, asset management, and uni-directional flow modeling. The software publisher, Innovyze, Inc., provides implementation support free of charge for first time customers. After implementation, the District would work with a hydraulic modeling consultant to calibrate the model based on

field measurements. In the future, the software and hydraulic modelling technical support package (InfoCare) will be billed annually from the date of purchase at a rate of \$5,770 per year.

After discussion and questions about the compatibility and implementation of this program, the Board requested that staff come back with more information on compatibility and implementation of the program to make sure it will be a smooth implementation. Mr. Weygandt reported that he will review this with Morgan Dennis to discuss and address any concerns and bring this matter back before the Board for action at the December 10, 2020 Board meeting.

**#5, Network Support Services Contract Extension:** Morgan Dennis reported that the District maintains a contract with Seitel Systems LLC for network security, reliability and performance services. The original contract for these services covered 2015-2017, and was extended for another three year term in 2017 to run through 12/31/2020. The original three year contract was for a combined total of \$54,540, and the 2018-2020 extension was for an additional \$54,360.

At the November 12th meeting staff recommended extending this contract for another three year period and increasing the contract limit to include an additional amount for critical incident response as well as design work for the new admin building. An RFP for these services would be planned for the summer of 2023.

Upon motion of Commissioner Miller, which was duly seconded by Commissioner Englund, the Board unanimously **approved** the General Manager to extend the contract for network support services with Seitel Systems through 2023 for a total not to exceed \$93,240.

#### INFORMATION ITEMS

**#1, Lakota & Redondo Generators Rental Contract Extension:** Howard Moreland reported that at the November 14, 2019 Board Meeting, the Board approved the rental of portable generators for the Lakota and Redondo WWTP's until new replacement stationary emergency generators can be installed. The new generators would replace the existing stationary generators that have had mechanical problems and no readily available replacement parts. The portable generators are currently being rented from United Rentals under the Washington State purchasing contract #02915. The Lakota generator rental was put into service October of 2019 and the Redondo generator rental was put into service in June of 2020. The monthly generator rental expenditures to date are shown on Exhibit A.

The generator replacement projects are directed at increasing the size of each generator by a small amount and addressing updates to current electrical codes. Parametrix is completing the design for the replacement of both the Lakota & Redondo generators and staff is expecting to advertise for bids by the end of 2020. The project is now expected to be completed approximately nine months after contract award. Since this timeline is longer than originally estimated, staff want to update the Board on the progress of this project.

John Bowman reported that there have been multiple power outages at the Lakota WWTP where emergency generators have been utilized. He mentioned that one of the power outages was caused by a beaver chewing through a tree that fell on power lines, causing another failure on the switch gear. Discussion was held on continued monitoring of damage to trees caused by the beaver. Mr. Moreland informed the Board that he will check into relocating the beavers through the appropriate authorities.

**#2, Redondo Electrical & Odor Scrubber Control Design & Construction Management Services SOQ:** Howard Moreland reported that over the past few years, staff has been working with Carollo Engineers, Parametirx, and Webster Environmental on upgrades to the existing electrical power distribution system and odor control systems at the Redondo Wastewater Treatment Plant (WWTP). The electrical components are at or near their maximum electrical load capacity, have underrated equipment by today's standards and have experienced age related failures. The existing Redondo west odor control system, which treats air from the dewatering room, truck bay, secondary clarifier building, and UV building, is also nearing the end of its useful life.

The District's consultants and staff has completed a conceptual 30% design for improvements to these systems that will be used as the basis for the design of the plant's electrical system and west odor control system upgrades contemplated in the District's capital improvement plans. The Redondo west odor control system is located inside the existing solids handling building. This odor control system is proposed to be replaced and constructed at another location within the plant and the existing system will need to be removed to free up space inside the building for the new electrical equipment.

Staff is planning to advertise and request Statements of Qualifications (SOQ) from interested engineering consulting firms for design and construction management of these two overlapping upgrade projects next week and plans to come back before the Board early 2021 with initial selections. The planned scope for the selected firm is to complete engineering designs, environmental reviews, and permitting for the West Odor Control system improvements and complete electrical designs to reconfigure and upsize electrical system components for future power needs.

**#3, Main Campus HQ Facilities Improvements Furniture Update:** Ken Miller reviewed the PowerPoint slides showing some of the proposed furniture for workstations in the new headquarters building and answered questions of the Board. Clock alternatives were also discussed.

**#4, REWARDS Program:** Steve Pritchett reported that at the last meeting, the Board discussed the matter of the impacts of the COVID-19 restrictions on the REWARDS Program. To show its appreciation for the employees during this difficult year, the Board expressed

interest in having some aspects of the REWARDS Program continue in a modified format that would comply with safe practice protocols. Discussion was held on ways to implement a modified REWARDS Program for 2020.

**#5, COVID-19/Supplemental Leave Bank:** John Bowman reported that staff wanted to provide an overview/update on the COVID-19 response and some of the protocols that were put into place. Staff would also like to discuss the status of the Supplemental Leave Bank. The Board asked that this be brought back before the Board on December 10<sup>th</sup> as an action item for the Board to determine if hours will be added to the Supplemental Leave Bank.

#### COMMITTEE REPORTS/COMMISSIONER COMMENTS

Commissioner Englund had nothing to report.

Commissioner Miller reported he attended the Safety and EMAC meetings and the meeting on the historical clock.

Commissioner Nowicki reported he attended the New Headquarters Building Committee and EMAC meetings.

Commissioner Belvin had nothing to report.

Commissioner Sanchez reported on the Safety meeting he attended.

#### STAFF REPORTS

**General Counsel:** Mr. Pritchett reported that the Governors OPMA restrictions were extended to December 7<sup>th</sup> and that he drafted a letter on the CARES Act funding to be sent out to the cities we serve within.

**Director of Finance/Information Systems:** Mr. Dennis reported that the State Auditors have begun audit of the 2019 financial statements.

**Engineering Manager:** Mr. Miller had nothing to report.

**General Manager:** Mr. Bowman reported that he authorized emergency repairs on the switch gear that Mr. Moreland mentioned earlier. Mr. Bowman mentioned that the District received an email from the South King Tool Library about donating additional funds to sponsor their program, which the Board was in favor of as long as they support water conservation requirements. Mr. Bowman updated the Board on costs for backup camera equipment for District vehicles.

EXECUTIVE SESSION

At approximately 4:20 p.m., the regular meeting was recessed in order to conduct an executive session pursuant to RCW 42.30.110(1)(i) for the purpose of discussing potential litigation. It was stated that the executive session would last approximately 10 minutes and that no action would be taken. At approximately 4:30 p.m., the executive session was adjourned and the regular meeting was reconvened.

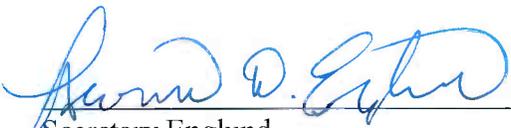
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 4:31 p.m.

 _____ President Sanchez	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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ATTEST:

 _____ Vice President Nowicki	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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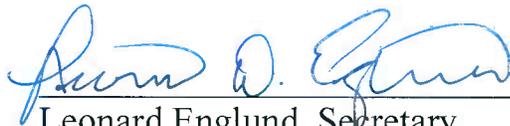
 _____ Secretary Englund	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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 _____ Commissioner Miller	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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 _____ Commissioner Belvin	<input checked="" type="checkbox"/> _____ Yea	<input type="checkbox"/> _____ Nay	<input type="checkbox"/> _____ Abstain
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I, Leonard Englund, Secretary of the Board of Commissioners of the Lakehaven Water and Sewer District, King County, Washington, certify that the attached copy of the Board minutes of November 19, 2020 is a true and correct copy of the original minutes approved by the Board on the 10<sup>th</sup> day of December, 2020.

DATED this 15<sup>th</sup> day of December, 2020.



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Leonard Englund, Secretary  
Board of Commissioners  
LAKEHAVEN WATER AND SEWER DISTRICT  
King County, Washington